



**UNITED STATES COURTS FOR THE TENTH CIRCUIT
OFFICE OF THE CIRCUIT EXECUTIVE**

VACANCY ANNOUNCEMENT - #03E02

Opening date: September 26, 2003

POSITION: Circuit Executive

STARTING SALARY RANGE: The Circuit Executive's current salary is \$142,500. EFT-direct payroll deposit is required.

APPLICATION DEADLINE: Applications must be received by 5:00 p.m. Mountain Time, November 7, 2003.

POSITION OVERVIEW: The Judicial Council for the Tenth Circuit seeks applications from qualified persons for the position of Circuit Executive.

The Circuit Executive reports to the Circuit Judicial Council and works under the direction of the Chief Circuit Judge. The Circuit Executive administers all non-judicial activities of the court of appeals including personnel, budget and finance, property control, and automation and telecommunication services. The Circuit Executive provides staff support to the Circuit Judicial Council, including collecting, compiling and analyzing statistical data and preparing reports and recommendations regarding the business of the federal courts in the circuit. In addition, the Circuit Executive serves as liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, the courts of the various States in which the circuit is located, the marshal's office, State and local bar associations, civic groups, news media, and other private and public groups having an interest in the administration of the courts.

REQUIREMENTS: Successful candidates must have a minimum of ten years of progressively responsible administrative experience, including at least five years in a position of substantial responsibility. Experience in federal courts is preferred. A postgraduate degree in public, business, or judicial administration or a JD or LL.B. degree may be substituted for up to two years of administrative experience. A JD or LL.B. degree is preferred, but not required. Successful candidates must also demonstrate strong analytical, communication, and interpersonal skills. The successful candidate will be required to undergo a background check.

APPLICATION INFORMATION: Applicants should send **six** copies of a resume and salary history to:

Circuit Executive Search Committee
c/o Elisabeth A. Shumaker, Circuit Executive
Byron White U.S. Courthouse
1823 Stout Street, Denver, CO 80257.

THE FEDERAL COURTS ARE EQUAL EMPLOYMENT OPPORTUNITY EMPLOYERS